



# Finance Committee

Finance Committee Meeting Minutes  
Tuesday, February 2, 2010 @ 10:00 am  
Larkin Hall at the Provincetown Center for Coastal Studies  
Called to Order: 10:05

## Membership:

<b>P</b>	<b>E</b>	<b>U</b>	<b>Name</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Coen, Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ann Maguire, Vice Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Thurston (10:05 – 12:15)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Philip Gaudiano	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gabrielle Hanna	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daniel Hoort	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	David McChesney	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erik Yingling, Alternate	<input checked="" type="checkbox"/> Voting (dep. 12:08)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oliver Kamm, Alternate	<input type="checkbox"/> Voting

(Note: **P** = Present **E** = Excused **U** = Unexcused)

*These minutes are in brief format. This meeting was filmed and is available for viewing at <http://www.provincetowntv.org/> or on DVD at the Provincetown Television office.*

**Also Present:**  
 Sharon Lynn, Town Manager                      David Guertin, DPW Director  
 David Gardner, Asst. Town Mgr.              Sandra Turner, Deputy DPW. Dir.

**Order of Business:**

1. To review the budgets of Division IV, Public Works.
2. To review the Water Enterprise Fund budget.
3. To review the Wastewater Enterprise Fund budget.

4. To review the minutes of prior meetings as time permits.
5. To consider any other business that may legally come before the Committee.

### **Division IV, Public Works, Budgets**

#### **192 – Buildings & Grounds – Presented by David Guertin & Sandra Turner**

The personal services budget has increased by \$78,133 as follows:

- The Visitor Services Board is no longer funding 3<sup>rd</sup> barrel pick-up (\$29,120).
- Two additional seasonal comfort station attendants are required for Fire House #2 (\$24,726).
- The remaining \$24,287 covers contractual salary increases and seasonal employee pay rates.

The expense budget has increased by \$47,831 (15.7%). The most notable increases are related to the reopening of Town Hall and the opening of the Fire House #2 comfort station, including:

- \$10,000 for water & sewer usage;
- \$30,784 for heating oil; and
- \$4,832 for electricity (Fire House #2 will have electric heat).

An additional custodian had originally been requested to cover the Community Center, the Freeman St. Building, and the playgrounds; and to provide additional coverage at the library. The police janitor/jailer has volunteered to fill-in as available. After lengthy discussion, the Committee decided to leave the additional custodian out of the budget. Town Hall will not reopen until The Fall and we should monitor how the current staffing rotation works out before considering a new position.

The Committee also discussed staffing levels for the comfort stations, in particular the need to have separate male and female attendants. Except for the MPL station, it appears that one attendant could cover both bathrooms.

<b>Motion # 1:</b> To recommend budget 192 in the amount of \$936,629.			
Motion By: Ann Maguire		Second By: Daniel Hoort	
For: 7	Against: 0	Abstain: 0	Recuse:

*(PLEASE NOTE: During the review of these minutes it was pointed out that the above number was incorrect. It should be \$979,879 including indirect expenses. The Committee will reconsider this budget and vote on the correct number at a future meeting.)*

**421 – Administration** - Presented by David Guertin & Sandra Turner

The only notable changes in this budget are contractual increases for union employees, and increases in the energy and fuel items based on market rates. The total increase is \$15,967 (4%).

<b>Motion # 2:</b> To recommend budget 421 in the amount of \$420,819			
Motion By: Ann Maguire		Second By: Thomas Thurston	
For: 7	Against: 0	Abstain: 0	Recuse:

**422 – Highway** - Presented by David Guertin & Sandra Turner

Next year’s budget requests is \$207,027 (46%) higher than this year. FY11 will be the first full year that we are 100% responsible for maintenance of Route 6, including:

- cleaning of drainage structures
- grass mowing
- guardrail repairs
- highway cleaning,
- traffic light repairs
- tree and bush trimming
- traffic signs
- median and buffer repair

Related expenses include \$39,541 for a new full-time skilled laborer; \$17,930 for an additional seasonal laborer; and \$50,000 for additional contractor services.

Another significant change is that maintenance costs for drainage repairs (\$50K) and street and sidewalk repairs (\$50K) have been moved directly into the budget, rather than being separate capital articles. The Committee postponed voting on this budget to the afternoon, pending receipt of a detailed breakdown of spending on these two items and the amounts remaining in the capital articles.

**423 – Snow & Ice** - Presented by David Guertin & Sandra Turner

The budget request is \$92,300 (68%) higher than this year. The increase is due to taking over responsibility for Route 6. The costs are based on amounts provided by Mass Highway.

<b>Motion # 3:</b> To recommend budget 423 in the amount of \$227,700.			
Motion By: Ann Maguire		Second By: Philip Gaudio	
For: 7	Against: 0	Abstain: 0	Recuse:

**431 – Solid Waste** - Presented by David Guertin & Sandra Turner

The personal services budget has increased by \$55,904 (14.8%). Of this amount, \$35,861 is for two seasonal part-time workers to handle sorting and separation of recyclables. The remainder is contractual salary expenses and a \$3,000 increase in the overtime budget.

On the expense side, the increase is \$19,700 (20.3%). \$19,000 of this is for contractor recycling services. This is because we are no longer being paid for any recyclables, except for cardboard.

The Committee again raised concerns about the financial viability our solid waste management services, specifically:

- We are losing money on commercial trash. The SEMASS tipping fees are higher than the rates we charge commercial haulers for disposal.

- Our contract with SEMASS expires in 2014 and we will likely face stiff increases in tipping fees.
- We are no longer being paid for most recyclables. Instead, we are paying \$40 per ton to have them hauled away.
- Larger condo associations have objected to not having their trash pickup, despite paying property taxes for pickup.
- There is no way to build up capital reserves to pay for the replacement of large equipment such as dump trucks and trash hoppers.

<b>Motion # 4:</b> To recommend that the Town conduct a full cost analysis of solid waste and recycling costs, and to make recommendations for future planning.			
Motion By: Ann Maguire		Second By: Thomas Thurston	
For: 7	Against: 0	Abstain: 0	Recuse:

<b>Motion # 5:</b> To recommend budget 431 in the amount of \$549,361.			
Motion By: Thomas Thurston		Second By: Erik Yingling	
For: 7	Against: 0	Abstain: 0	Recuse:

**439 – DPW Solid Waste Disposal - Presented by David Guertin & Sandra Turner**

Due to a continuing decline in solid waste tonnage, the SEMASS tipping fees are projected to decline by \$40,000 in 2010.

<b>Motion # 6:</b> To recommend budget 439 in the amount of \$168,000.			
Motion By: Ann Maguire		Second By: Daniel Hoort	
For: 6	Against: 0	Abstain: 0	Recuse:

*(The Committee went into recess for lunch at 12:15 and resumed its meeting at 1:17).*

Mr. Coen informed the Committee that two of its members have recently resigned – Ms. Ross and Mr. Biddle. He suggested that the Committee send them letters of thanks for their service.

**Motion # 7:** To send letters of thanks to Ginny Ross and Fred Biddle for their service on the Committee.

Motion By: Daniel Hoort		Second By: Ann Maguire	
For: 5	Against: 0	Abstain: 0	Recuse:

**422 – Highway** – Presented by David Guertin & Sandra Turner

Ms. Turner distributed detailed breakdowns of costs for drainage repairs and street and sidewalk repairs. The amounts remaining from the capital articles are \$85,145 for drainage repairs; and \$44,487.92 for street and sidewalk repairs.

Discussion centered on how to make the transition from funding these repairs as capital articles (requiring a proposition 2 ½ override) to funding them directly in the operating budget. The Committee concluded that the “cleanest” way to make the transition is to:

- Continue funding the repairs through the end of this fiscal year using the capital articles;
- Close out the capital articles at the end of the year;
- Use any remaining funds for other capital projects; and
- Begin paying for the repairs out of the new budget line items at the beginning of the next fiscal year.

**Motion # 8:** To recommend closing out the following articles at the end of the fiscal year:

1. ATM 2009, Article 6, Street & Sidewalk Repairs;
2. ATM 2008, Article 7, Storm Drain Repairs; and
3. ATM 2009, Article 7, Storm Drain Repairs.

Motion By: Ann Maguire		Second By: Philip Gaudiano	
For: 5	Against: 0	Abstain: 0	Recuse:

<b>Motion # 9:</b> To recommend budget 422 in the amount of \$655,893.			
Motion By: Ann Maguire		Second By: Philip Gaudiano	
For: 5	Against: 0	Abstain: 0	Recuse:

**Enterprise Fund Budgets**

*(Members of the Committee had previously attended two the Board of Selectmen meetings (Jan. 25<sup>th</sup> & Feb. 1<sup>st</sup>) where the enterprise funds' budgets were discussed in detail).*

**440 – Wastewater Enterprise Fund** – presented by David Guertin & Sandra Turner

After some discussion, the Committee decided to defer voting on this budget until February 9<sup>th</sup>, pending resolution of benefits costs for the Administrative Assistant position.

**450 – Water Enterprise Fund** – presented by David Guertin & Sandra Turner

The Committee also deferred voting on this budget until further detail is provided on energy costs. 80% of this year's budget has already been spent raising concern about the proper funding level for next year.

**DPW Capital Improvement Projects**

**DPW Building & Grounds (192) CIP** – Presented by David Guertin & Sandra Turner

Ms. Turner distributed a new \$150,000 CIP request that would fund an assessment of Town buildings. It was agreed that it should cover ALL Town buildings except Town Hall and the high school which have been renovated, and the Police Station which we already know has to be replaced. Ms. Turner will revise the request accordingly.

**DPW Administration (421) CIP – Fleet Replacement – Presented by David Guertin & Sandra Turner**

This request currently stands at \$272,000 but will be revised to reflect the state's contract prices. The fleet is in poor to very poor condition requiring constant maintenance. Leasing versus outright purchase of the vehicles was discussed, along with the funding options. There are advantages and disadvantages to both.

**DPW Highway Department (422) – Fueling Station Replacement – Presented by David Guertin & Sandra Turner**

The current fueling station has failed its latest inspection and must be replaced to prevent a shutdown by the Department of Environmental Protection ASAP. The estimated cost is \$200K. This article should be on the Special Town Meeting warrant so that work could begin prior to the start of the next fiscal year.

**DPW Highway Department (422) – Towing Compound Start Up Costs – Presented by David Guertin & Sandra Turner**

This would cover the start up costs (\$162,721) for setting up a Town towing compound, including staff costs, a credit card machine, and a secured lot. Most likely this request will be postponed until the building assessment has been completed.

**Division IV, Public Works, Budgets (con't)**

Mr. Gardner noted that we had skipped budget 432.

**432 – Recycling and Renewable Energy – Presented by David Gardner**

The Recycling and Renewable Energy committee is currently regrouping after the untimely death of the chair, Michael Leger. This was the last budget he submitted and is \$750 lower than this year.



<b>Motion # 10:</b> To recommend budget 432 in the amount of \$1,250.			
Motion By: Ann Maguire		Second By: David McChesney	
For: 5	Against: 0	Abstain: 0	Recuse:

### Minutes

*(Please note: members who were not present at the meetings must abstain from voting on the minutes).*

The minutes of the February 17, 2009 meeting taken by Gabby Hanna had been misplaced until recently. Mr. Coen completed them by referencing the video of the meeting.

<b>Motion # 11:</b> To approve the minutes of the February 17, 2009 meeting, as amended.			
Motion By: Ann Maguire		Second By: Philip Gaudio	
For: 3	Against: 0	Abstain: 2	Recuse:

<b>Motion # 12:</b> To approve the minutes of the November 23, 2009 meeting, as written.			
Motion By: Daniel Hoort		Second By: David McChesney	
For: 5	Against: 0	Abstain: 0	Recuse:

<b>Motion # 13:</b> To approve the minutes of the January 5, 2010 3:30 meeting, as written.			
Motion By: Daniel Hoort		Second By: Philip Gaudio	
For: 5	Against: 0	Abstain: 1	Recuse:

<b>Motion # 14:</b> To approve the minutes of the January 5, 2010 4:00 pm meeting, as written.			
Motion By: Ann Maguire		Second By: Daniel Hoort	
For: 4	Against: 0	Abstain: 1	Recuse:

<b>Motion # 15:</b> To approve the minutes of the January 25, 2010 meeting, as written.			
Motion By: Daniel Hoort		Second By: David McChesney	
For: 5	Against: 0	Abstain: 0	Recuse:

Next Meeting:	Thursday, February 4, 2010 @ 10:00 am
Adjourn:	4:20 pm
Minutes by:	Thomas Coen

Approved by  on February 10, 2010  
 Thomas Coen, Chair